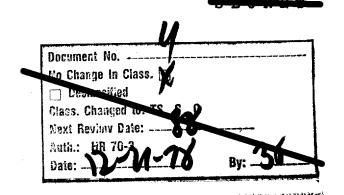
Approved For Release 2001/11/01 : CIA-RDP78-04718A001800090009-6

Records

Executive Registry

6-9147



13 April 1955

MEMORANDUM FOR:

Deputy Director (Support) (Info) - 2° Deputy Director (Intelligence - 10 Deputy Director (Plans) - 1?

Deputy Director (Plans) - 17 Director of Communications - 3

Director of Personnel - 5 Director of Training - 3

Director of Security - 10 Director of Logistics - 9 Chief, Medical Staff - 3

Comptroller - 3
Inspector General - 1

General Counsel - 1

SUBJECT : Proposed Notice

Records Management, Forms Indexes

(Job #971-TT)

de Ottoch before

Forms Management - Numerical

- 1. Subject issuance is submitted for concurrence and comment.
- 2. This notice provides three indexes of forms approved for use in this Agency:

Attachment 1 - Index of Current CIA Forms

Attachment 2 - Index of Current Standard Forms and Other Government Agency Forms

Agency round

Attachment 3 - Index of Obsolete CIA Forms

The listings are current as of 31 December 1954.

3. Working level collaboration was effected on a previous draft of the notice with Area Records Officers throughout the Agency. Recommende changes have been incorporated in this draft. As a result of this coordination 125 forms of other Government agencies, including a number of Standard Forms were declared applicable to the Agency, and 129 forms were declared obsolete, which resulted in the development of attachment 3.